

| WOODROW WILSON REHABILITATION CENTER POLICIES AND PROCEDURES | |
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| Title: WWRC RECORDS MANAGEMENT | |
| Policy Number: 1.27 | |
| Effective Date: 1/1/90 | Page 1 of 1 |
| Lead Department: Records Management Services Department | |

OBJECTIVE:

To effectively manage all records at the Center in a manner consistent with the Virginia Public Records Act.

POLICY:

The Virginia Public Records Act (Chapter 7 of the Code of Virginia) 42.1-79 -- 42.1-91 mandates that agencies survey and maintain an active and continuing program for the economical and efficient management of records of such agency. At WWRC, the Records Management Services Director shall be the designated Records Officer. Each department will assign unit coordinators to support this function.

The Records Officer will be responsible for developing, implementing, managing, and updating the series for and following the established plan for maintenance, disposition of, protection of and disaster recovery of records.

Unit coordinators will establish and maintain a Records Management Procedure for all series for that department and will contact the Records Officer to:

1. Schedule reviews;
2. Initiate additional series;
3. Recommend and obtain permission for the destruction of specific records.

Revised 2/95, 1/97
Reviewed 4/98, 8/99
Revised 9/00, 10/03, 2/11
Reviewed 12/03